Auditing and Balancing a 3-Statement Model

Module 2: Hardcoded Data and Formulas

Term	Definition
Alt+H, O, U	Excel shortcut to unhide rows or columns in a workbook.
Alt+H, O, U, H	Excel shortcut to unhide hidden worksheets in a workbook.
Alt+M, D	Excel shortcut for the Trace Dependents feature to check if a cell is referenced elsewhere in a workbook.
Blue Font Convention	An industry-standard formatting practice in finance where hard-coded numbers in Excel are marked in blue font.
Ctrl+F1	Excel shortcut to collapse or expand the ribbon interface for better visibility.
Ctrl+G or F5	A feature in Excel used to visually organize and collapse/expand rows or columns with a grouping indicator.
Grouping Feature	A section in Excel that provides tools for managing and analyzing formulas, including tracing precedents and dependents.
Trace Dependents	An Excel tool to check if a specific cell is referenced by other cells in the workbook.
Trace Precedents	An Excel tool used to find all cells that provide data to the formula in the active cell.
Unhide Worksheet	A process in Excel to reveal worksheets that have been hidden, accessible via the Home ribbon or shortcuts.